Guidelines for Preparation of Final Report

Guidelines for preparation of Report

Your report must be prepared according to the following instructions. This includes general guidelines, assembling of pre pages, and structuring of body of the text.

1. General Guidelines

Submission: A spiral binded copy of the report must be submitted to the Department of Information Technology. You must also keep a copy for your personal use.

Paper: The report should be printed on good quality A4 size paper, on single side

Lettering: Times New Roman. Size will change as per chapters/sections, etc.

Printing: A laser quality printing, do not use colours.

Spacing: 1.5 line spacing must be used for the body of the text and the list of Reference entries. Only footnotes, quotations, table and figure captions, may be single spaced.

Margins: Left, 1-1/2 inches; top, bottom, and right, 1 inch.

Chapters and Sections: All chapters must be numbered (Arabic). Chapter names and the headings of the chapters must be 18pt and bold. Each chapter should have a section called Introduction at the beginning and a Summary at the end. Sections through Introduction to Summary must be structured with subsections, if necessary, and numbered accordingly. Headings of sections and subsections must be 12pt and bold. *See the sample for chapters and sections (Appendix A).*

Tables and Figures: All Tables and Figures must be named with captions, and cited inside the text. *See the sample for using tables and figures (Appendix B).*

Reference and citations: The list of Reference must be arranged in alphabetical order of the name of the first author, and numbered in square brackets. The corresponding number of a reference must be used to cite the particular work inside the text. All items in list of reference must be cited inside the text. *See the sample for reference and citations (Appendix C).*

Appendixes: Appendixes must be named in alphabetical order (Appendix A, Appendix B, ….), and also give a name for each appendix. All Appendixes (except Appendix A) must be cited inside the text through its name. Appendix A must be named as 'Individual's Contribution to the Project', and include a full page description by each student about his contribution. *Sample for Appendix A is shown below (Appendix D).*

Page numbering: All page numbers must be centered at the bottom of each page. Roman numbering must be used for pre pages. No page numbers for the title page. Arabic numbering must be used for the body of the report.

2. Assembling of Pre pages
The pre pages includes: Declaration, Dedication, Acknowledgements, Abstract, Table of Contents, List of Figures and List of Tables. These headings must be centered. Use the Roman numbers to number the pre pages.

Declaration: Type the information given in the sample below (*Appendix E*) .

Dedication: Optional, but nice to have it

Acknowledgements: Thanks to those who helped (supervisor, friends, parents, etc.) you.

Abstract:
This should be one page description that comprises of problem that you address, your approach (users, input, output, and process), analysis & design, implementation, evaluation and conclusion. Write more about your work. Do not use citations, abbreviations and further works in an abstract.

Table of Contents
Here you should list headings of chapters/sections/subsections with page numbers.
See the sample for table of contents (Appendix F).

List of Figures/Tables
Here you should list Figures/Tables captions followed by names, with page numbers. *See the sample for list of figures and tables (Appendix G).*

3. Body of the Report

Chapter 1: Introduction

    1.1 Project Overview: Briefly describe the project and its purpose.

    1.2 Objectives: List the main goals or objectives of the project.

Chapter 2: Tools and Technologies Used

    2.1 Software and Tools: Mention the IT tools, software, or programming languages used (e.g., Microsoft Office, Photoshop, Python, web development tools, etc.).

    2.2 Justification of Tools: Explain why these tools were chosen for the project.

Chapter 3: Project Design and Development Process

    3.1 Planning: Describe any planning or research you did before starting.

    3.2 Development Steps: Summarize the main steps you took to create the project. Break down each stage briefly.

    3.3 Challenges Faced: Mention any challenges or difficulties encountered and how you addressed them.

Chapter 4: Key Features and Functions

    4.1 Feature Summary: Highlight the main features or functions of your project.

    4.2 Screenshots and Illustrations: If applicable, include screenshots or simple illustrations to showcase the project.

Chapter 5: Results and Testing

    5.1 Final Outcome: Describe the final outcome of the project.

    5.2 Testing and Feedback: If you tested your project, explain how you did it and share any feedback or observations.

Chapter 6: Conclusion

    6.1 Summary: Briefly summarize the project and its key achievements.

    6.2 Future Improvements: Mention any improvements or additional features you would add if you had more time or resources.

Chapter 7: References

- List any resources, websites, or tutorials that you referred to during the project.

Appendixes
    You may have several appendixes to refer to further details related to chapters like: Technology adapted, Analysis and Design, Implementation, evaluation, etc.

Appendix D: Sample title page   1''

DECISION SUPPORT SOLUTION FOR DECENTRALIZED BUDGET HANDLING

By

1.4''

D. T. Wijesinghe
KAN/HNDIT/2023/01

1.4''

A report submitted in partial fulfillment of the requirements for the higher national diploma in Information Technology

Name of the Supervisor:

Department of Information Technology
Advanced Technological Institute - Kandy
Sri Lanka Institute of Advanced Technological Education
2024

4

1''

Use the following chapter format together with the prescribed font sizes.

Chapter 3

Artificial Intelligence – The State of the Art (18pt)

3.1 Introduction (12pt)
Briefly report on what you said in the previous chapter. Then report on what this chapter is about.

3.2 Major Areas of AI
You must always write something under sections/subsections. Do not limit such a description to one line, but write at least few lines.

3.2.1 Expert Systems

3.2.2

3.10 Summary
Summarize key points that you have presented in this chapter. Write also one-two lines on what the next chapter is about.

Whenever there is a figure/table you must cite it as follows. Note that the caption Figure 3.1 reads as figure 1 of the chapter 3. As such, a caption must be defined with reference to the respective chapter number.

………………………The top level architecture of the proposed system comprises of there modules, namely, user interface, student database, and expert system. Figure 3.1 shows the interaction among these modules. *Then write more about these modules.*
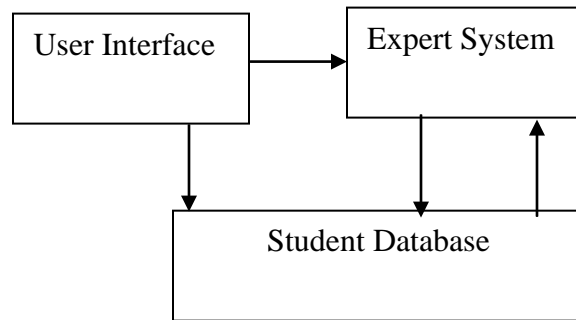

Figure 3.1: Top Level Architecture of the Proposed System

Inside the body of the text, you should refer to items in the list of reference in the following manner (using square brackets). This is a process of citing of others work.

…………………..Semantic web has been identified as a major application area of ontological modeling [2]. At present, there are many sources to obtain information about the state of the art of semantic web research [1, 3]. Silva [2] has identified five issues in ontological modeling.

In order to cite inside the text in the above manner, the list of reference must be arranged as follows. Note that this list is prepared in accordance with the alphabetical order of names of authors. The list of reference appears after the chapter on conclusion and further work.

References

[1] Perera, A. B. (2003), *Applications of ontological modeling,* Journal of Ontology, 3(2), pp 120-145

[2] Silva, A (2004), *Using Semantic Web*,   In proceedings of the 8th International Conference on Ontological Modelling, pp 150-170, Tokyo, Japan

[3] www.sematicweb.org/sources.html

Declaration

We declare that this thesis is our own work and has not been submitted in any form for another degree or diploma at any university or other institution of tertiary education. Information derived from the published or unpublished work of others has been acknowledged in the text and a list of references is given.

Name of Student   Signature of Student

                                                   Date:

Supervised by

Name of Supervisor(s)   Signature of Supervisor(s)

                                                   Date:

Contents

Below is the format for List of Figures. Use the same format for List of Tables too.

List of Figures